

Design Review Board Meeting Notice & Agenda



January 22, 2020
Council Chambers
8401 W. Monroe Street
Peoria, AZ 85345

Regular Meeting

6:30 P.M.

Convene
Roll Call
Opening Statement
Final Call to Submit Speaker Request Forms

Consent Agenda

CONSENT AGENDA: All items listed with "C" are considered to be routine or have been previously reviewed by the Board/Commission, and will be enacted by one motion. There will be no separate discussion of these items unless a Board/Commission member so requests; in which event the item will be removed from the General Order of Business, and considered in its normal sequence on the Agenda.

Consent

1C **Disposition of Absence**

Discussion and possible action to approve the absence of Board Member Adam Hawkins from the Design Review Board meeting held on December 18, 2019.

2C **Minutes**

A. Discussion and possible action to approve the minutes of the Design Review Board meetings held on August 28, 2019 and December 18, 2019.

<u>Chair</u>	<u>Vice-Chair</u>	<u>Member</u>	<u>Member</u>	<u>Member</u>	<u>Member</u>	<u>Member</u>	<u>Alternate</u>
Mike Heath	Adam Hawkins	Glenn Bonita	Charles Hoskins	Jim Schulz	Gary Nelson	Adam Pruett	Vacant

Regular Agenda

New Business

3R **Design Review Manual Study Session**

Presentation and possible discussion regarding proposed design guidelines within the Design Review Manual for gas stations, car washes, and businesses with a drive-through. No action will be taken at this time.

4R **2020 Election of Officers**

Discussion and possible action to elect Design Review Board Officers for 2020.

Call to the Public (Non-Agenda Items)

If you wish to address the Board, please complete a Speaker Request Form and return it to the clerk before the call to order for this meeting. The Board is not authorized by state law to discuss or take action on any issue raised by public comment until a later meeting.

Reports from Staff

5R **Reports**

A. Upcoming Meeting Dates

Design Review Board Updates and Report of Current Events

Design Review Board members will give updates on relevant events and activities they have attended since the last meeting. This item is for information only – no action will be taken.

Adjournment

NOTE: Documentation (if any) for items listed on the Agenda is available for public inspection, a minimum of 24 hours prior to the Board/Commission meeting, at any time during regular business hours in the Office of the City Clerk, 8401 W. Monroe Street, Room 150, Peoria, AZ 85345.

Accommodations for Individuals with Disabilities. *Alternative format materials, sign language interpretation, assistive listening devices are available upon 72 hours advance notice through the Office of the City Clerk, 8401 West Monroe Street, Room 150, Peoria, Arizona 85345 (623)773-7340 or FAX (623) 773-7304. To the extent possible, additional reasonable accommodations will be made available within the time constraints of the request. The City has a TDD line where accommodations may be requested at: (623)773-7221.*

PUBLIC NOTICE:

In addition to the Board/Commission members noted above, one or more members of the Peoria City Council or various other Boards or Commissions may be present to observe this meeting as noticed on this agenda.

**DESIGN REVIEW BOARD MINUTES
CITY OF PEORIA, ARIZONA
POINT OF VIEW CONFERENCE ROOM
AUGUST 28, 2019**

A Meeting of the Planning and Zoning Commission of the City of Peoria, Arizona, convened at 9875 N. 85th Avenue, Peoria, AZ in open and public session at 6:33 p.m.

Members Present: Board Member Adam Hawkins, Board Member Mike Heath, Board Member Charles Hoskins, Board Member Adam Pruett, Board Member Jim Schulz, and Board Member Gary Nelson

Members Absent: Board Member David Gordon and Board Member Glenn Bonita

Others Present: Chris Jacques – Planning Director, Lorie Dever – Principal Planner, David Benton – Assistant City Attorney, Rick Williams – Senior Planner, Amanda Beck - Planner and Della Ernest – Executive Assistant

Opening Statement: The Opening Statement was dispensed with by Mr. Chris Jacques.

Call for speaker request forms.

Audience: none

Note: The order in which items appear in the minutes is not necessarily the order in which they were discussed in the meeting.

CONSENT AGENDA

All items listed with a “C” are considered to be routine by the Planning and Zoning Commission, and were enacted by one motion.

1C Disposition of Absence

- A. Discussion and possible action to approve the absence of Design Standards Advisory Board member(s) John Chappelle from the Design Standards Advisory Board meeting held on June 11, 2008, and Mike Lloyd and Scott Phillips from the Design Review Appeals Board.
- B. Discussion and possible action to approve the absence of Board Member Glenn Bonita from the Design Review Board meeting held on March 27, 2019.
- C. Discussion and possible action to approve the absence of Board Member(s) Adam Hawkins, Gary Nelson, and David Gordon from the Design Review Board meeting held on April 24, 2019.

COMMISSION ACTION: Board Member Schulz moved to approve Item 1C as presented. The motion was seconded by Board Member Hawkins and upon vote, passed 6-0.

2C **Minutes**

A. Discussion and possible action to approve the minutes of the Design Standards Advisory Board meeting held on June 11, 2008 and the Design Review Appeals Board meeting held on May 28, 2008.

B. Discussion and possible action to approve the minutes of the Design Review Board meeting held on March 27, 2019.

C. Discussion and possible action to approve the minutes of the Design Review Board meeting held on April 24, 2019.

COMMISSION ACTION: Board Member Heath moved to approve Item 2C as presented. The motion was seconded by Board Member Hoskins and upon vote, passed 6-0.

REGULAR AGENDA

3R **Rules for Procedure:**

Discussion and possible action to consider adopting Rules for Procedure for the Design Review Board.

Mr. Jacques asked for a motion to approve the Rules for Procedures as presented.

COMMISSION ACTION: Board Member Schulz moved to approve Item 3R as presented. The motion was seconded by Board Member Heath and upon vote, passed 6-0.

4R **2019 Design Review Board Meeting Schedule:**

Discussion and possible action to adopt a schedule for Design Review Board meetings for 2019.

Mr. Jacques asked for a motion to approve the 2019 Design Review Board meeting schedule.

COMMISSION ACTION: Board Member Heath moved to approve Item 4R as presented. The motion was seconded by Board Member Nelson and upon vote, passed 6-0.

5R **Election of Officers**

Mr. Jacques opened the floor to nominations for Chair and Vice-Chair for 2019.

COMMISSION ACTION: Board Member Hoskins moved to elect Board Member Mike Heath for Chair. The motion was seconded by Board Member Schulz and upon vote, passed 6-0.

Board Member Hoskins moved to elect Board Member Adam Hawkins for Vice-Chair. The motion was seconded by Board Member Schulz and upon vote, passed 6-0.

6R **Design Review Board Work Plan and Non-Residential Design Guidelines**

A briefing and possible discussion regarding the proposed 2019-2020 DRB Work Plan and the components of non-residential design guidelines.

The work plan and design guidelines were presented by Mr. Jacques and Ms. Lorie Dever.

COMMISSION COMMENTS: Schulz asked if the design guidelines were applicable to new construction only.

Mr. Jacques stated it applies to new construction as well as alterations to the façade of existing buildings and/or suite.

Board Member Nelson asked if the city has any sustainability requirements and when/how does the Design Review Manual fit in when repurposing buildings.

Mr. Jacques said new buildings have to meet certain standards and the Design Review Manual could apply depending on what changes there are to the façade.

Mr. Jacques asked the Board, what types of elements give a sense of place or that you have arrived at your destination.

Board Member Hawkins stated the architecture at DC Ranch in Scottsdale and it's covered bridge at the entrance as well as the Vistancia Core fits the overall aesthetic of the neighborhood, provides a sense of arrival and is a good mix of business and residential.

Gary stated the road leading into Rio Vista Recreation Center offers a sense of arrival as well as the infill project at The Orchard located at Northern and 12th Street which has self-enclosed public space and unique buildings.

Ms. Dever asked the Board for their thoughts on trees or manmade structures in parking lots.

Board Member Nelson commented that manmade structures in the heat is a challenge and would be better if there was a healthy mixture of both.

Board Member Pruetz stated that landscape code requires a certain number of trees.

Board Member Hawkins commented the right tree in the right place is important. Some of his favorite places are downtown Gilbert, Vistancia Core and the trail system, DC ranch, some parts of Old Town Scottsdale, Desert Ridge Marketplace and Norterra.

Board Member Schulz stated his preference for both trees and structures and is a fan of the Walmart parking lots.

Board Member Heath likes the pedestrian walkway in Walmart parking lots and the entrance into Rio Vista Recreation Center.

Board Member Pruetz commented that some great examples of doing it right is Norterra South, Town and Country and the shopping center at the southeast corner of 75th Avenue & Bell Road.

Board Member Nelson commented the following locations do have a sense of place, Old Town Peoria, Westgate, Roosevelt Row, The Orchard and City Scape.

On building design items, Ms. Dever asked the Board what elements are desired.

Board Member Nelson commented there is a lot of renovations at Roosevelt Row and staff should think outside the box when building, get away from strip malls and storefront stucco.

Board Member Pruetz commented that he likes the elements at the complex at 79th Avenue and Thunderbird Road with the landscape accentuating the building and noting placement of building material is important.

Board Member Nelson commented the Grand Canyon University campus is a great mix of building design, color and materials.

On thematic design, Ms. Dever asked the Board what elements are desired for social connectedness.

Board Member Pruetz commented that visibility, accessibility and safety are desired elements.

Board Member Schulz stated refuse enclosures are a great idea.

CALL TO THE PUBLIC ON NON-AGENDA ITEMS: None

Reports from Staff

7R **Reports**

A. Upcoming Meeting Dates

October 23, 2018 and December 18, 2019

UPDATES AND REPORTS FROM THE DESIGN REVIEW BOARD:

None

ADJOURNMENT: There being no further business to come before the Design Review Board, the meeting adjourned at 7:53 p.m.

Mike Heath, Chair

Submitted by Della Ernest

Date

Date

DRAFT

**DESIGN REVIEW BOARD MINUTES
CITY OF PEORIA, ARIZONA
POINT OF VIEW CONFERENCE ROOM
DECEMBER 18, 2019**

A Meeting of the Planning and Zoning Commission of the City of Peoria, Arizona, convened at 9875 N. 85th Avenue, Peoria, AZ in open and public session at 6:30 p.m.

Members Present: Chair Mike Heath, Board Member Glenn Bonita, Board Member Charles Hoskins, Board Member Adam Pruett, Board Member Jim Schulz, Board Member Gary Nelson and Alternate Member David Gordon

Members Absent: Vice-Chair Adam Hawkins

Others Present: Chris Jacques – Planning Director, Lorie Dever – Principal Planner, David Benton – Assistant City Attorney, Jennifer Fostino – Planner and Della Ernest – Executive Assistant

Opening Statement: The Opening Statement was dispensed with by Chair Mike Heath.

Call for speaker request forms.

Audience: none

Note: The order in which items appear in the minutes is not necessarily the order in which they were discussed in the meeting.

CONSENT AGENDA

All items listed with a “C” are considered to be routine by the Planning and Zoning Commission, and were enacted by one motion.

1C **Minutes**

- A. Discussion and possible action to approve the minutes of the Design Review Board meeting held on August 28, 2019.

Item 1C was continued to the next Design Review Board meeting

REGULAR AGENDA

2R **2020-2021 Design Review Board Work Plan**

Discussion and possible action to adopt a Design Review Board Work Plan for 2020-2021.

COMMISSION COMMENTS: Board Member Nelson asked if there are any capital improvements planned in Old Town which requires updates to the Design Review Manual.

Mr. Jacques stated there's a gathering interest in Old Town and that the City has utilized and identified funding for further design-oriented improvements.

Board Members Nelson asked if the work that the Board is tasked with, in contrast to the Old Town efforts.

Mr. Jacques confirmed there is no contrast.

Board Member Bonita asked what type of interest there is for Old Town.

Mr. Jacques stated he cannot answer specifically however, there is a lot more interest now than 10-15 years ago.

COMMISSION ACTION: Board Member Hoskins moved to approve Item 2R as presented. The motion was seconded by Board Member Nelson and upon vote, passed 7-0.

3R **2020 Design Review Board Meeting Schedule:**

Discussion and possible action to approve the 2020 Design Review Board meeting schedule.

COMMISSION ACTION: Chair Heath moved to approve Item 3R as presented. The motion was seconded by Board Member Hoskins and upon vote passed 7-0.

CALL TO THE PUBLIC ON NON-AGENDA ITEMS: None

Reports from Staff

7R **Reports**

A. Upcoming Meeting Dates

January 22, 2020 and February 26, 2020

UPDATES AND REPORTS FROM THE DESIGN REVIEW BOARD:

None

ADJOURNMENT: There being no further business to come before the Design Review Board, the meeting adjourned at 6:47 p.m.

Mike Heath, Chair

Submitted by Della Ernest

Date

Date



City of Peoria

PLANNING DEPARTMENT

9875 North 85th Avenue
Peoria, Arizona 85345
T 623-773-7200
planning@peoriaaz.gov

Memorandum

Date: January 22, 2020
To: Design Review Board
From: Rick Williams, Senior Planner
Re: ITEM 3R
Design Review Manual Study Session

Background

As outlined in the Design Review Board's 2020-2021 Work Plan, City Staff has begun a comprehensive review and update of the City's Design Review Manual. It has been approximately twelve years since the last comprehensive update to the Design Review Manual. In particular, the 2008 update took us from a quantitative system, where a particular point score constituted "quality design", to a qualitative holistic approach that is currently in use today. Subsequent to the last update, design principles and best practices have continued to evolve.

Current practices now place greater importance in the richness and contextually appropriateness of architectural design, along with incorporation of placemaking principles and low impact development methods in development projects to create a more vibrant and active environment than ever before. As these design trends evolve over time, so to must the principles and guidelines be adapted as appropriate within the Design Review Manual.

Discussion

More recently, there has been renewed focus on elevating design within commercial centers, for both new construction and redevelopment of mature commercial areas within the City of Peoria. Building on these existing efforts, staff will be regularly seeking the Board's feedback and direction on proposed refinements to the Design Review Manual, beginning with these three chapters:

- Chapter 2: Non Residential & Mixed Use
- Chapter 5: Old Town
- Chapter 1: Administrative

Study Session Focus

Over the last year, a multitude of commercial developments have been proposed throughout the City. These proposals ranged in size from small-scale businesses developed on vacant pads, to new major commercial and retail centers located in growth areas. To begin the conversation regarding the design guidelines for commercial and retail centers, staff has identified three common uses, or businesses, that can have a significant impact on the character and layout of a center, as well as perceived impact to an adjacent residential community. The three uses are *gasoline stations*, *car washes*, and businesses with *drive-through or drive-up facilities*. For these types of businesses, the Design Review Manual (DRM) works in conjunction with the regulatory requirements found within the Zoning Ordinance to assist staff in mitigating potential impacts to surrounding properties.

Gas Stations

The DRM has a specific section focused on design expectations for gas stations. Additionally, Section 21-505.A.5 of the Zoning Ordinance works in tandem with the DRM to establish performance criteria to minimize impact of a gas station when it is located near residential properties. Given advances in business technology, and a review of existing conditions throughout the City, staff has recognized the need to update the Zoning Ordinance performance standards as shown in Exhibit 1. At the same time, staff is seeking feedback from the Board regarding the adequacy and comprehensiveness of the design guidelines within the manual to ensure compatibility between gas stations and other uses.

Car Washes

These businesses have similar operational characteristics of gas stations. For example, it is not uncommon for older gas stations to have automatic car washes on the property. Likewise, the larger, full service car washes will often have a refueling area as an added convenience for customers. Consequently, the design requirements for car washes are combined with Gas Station requirements within the DRM.

Drive-Through / Drive-Up Facilities

Over the last several years, there has been an increased demand for fast-food restaurants and coffee-shops with a drive-through component. Alternatively, models featuring drive-in facilities, such as Sonic have not had the same increased demand. Consequently, the necessary stacking area (or queueing) for vehicles in the drive-through lanes has continued to increase, which has impacted circulation within various commercial centers throughout the city. Given the City's desire to promote community wellness and walkability within its commercial centers, staff will seek the Board's guidance on how to balance the market's desire for more drive-through restaurants along with the associated impacts to the adjacent businesses and the overall community. In particular, does the Board believe the proposed design guidelines are appropriate in minimizing the visual impact of the drive-through(s) and maintaining aesthetic harmony, while being respectful of the needs of the business? (Exhibit 2) During the presentation, staff will provide a number of examples to aid in the discussion.

SECTION 21-500 (“Non-Residential Districts)

21-505 Limitations on Uses

5. Gas Service Stations shall be subject to all of the following additional requirements:
 - a. Minimum frontage of one hundred-eighty (180) feet on one arterial street is required.
 - b. No part of any canopy, fuel dispenser, or fuel storage tank shall be within 200 feet of any single-family residentially zoned lot, not including common area tracts.
 - c. A minimum of 500 feet of separation is required between gas service stations located on the same side of the street. Gas Service Stations separated by arterial streets are not subject to this requirement.
 - d. All of the following development standards shall apply:
 - 1) All fuel pump mechanism and any accessory equipment dispensing fuel shall be covered by canopies.
 - 2) Under canopy mounted lights shall be flush with the underside of the canopy.
 - 3) Fuel tanks larger than 1,000 gallons must be located underground. Above ground tanks shall be screened from street view, shall not exceed 6-feet in height, and shall be setback at least 25-feet from any public street.

Eating and Drinking Establishments

2. Restaurants with Drive-Through
 - e. All drive-through lanes, menu boards, speaker box, and other related elements shall be located at least 50 feet from any residentially zoned property or use. Speakers at a drive-through shall not be audible from residentially zoned property. Sound shall be mitigated through the use of sound attenuation walls, landscaping, or other measures.
 - f. The drive-through lane shall be separated from parking areas and driving lanes by a minimum 5-foot wide landscaping island or other alternative as approved by the Planning Manager.
 - g. Drive-through canopies and other appurtenances shall be architecturally compatible with the principal building.
 - h. Through the Conditional Use Permit (CUP) process, the conditions considered for imposition by the Planning and Zoning Commission may include, but are not limited to , a restriction on operating hours, additional screening, relocation of the drive-through, modification of the minimum drive-through stacking requirements, noise and visual mitigation, and other measures appropriate to the relevant circumstances.

SUPPLEMENTAL DEVELOPMENT CRITERIA**Gasoline Stations & Car Washes**

- A. All structures on site including canopies, kiosks, car wash facilities, gas pump columns, bollards protecting the gas pumps, gas pumps (excluding sign toppers), etc. shall be consistent with and complement the architectural design of the primary building through the incorporation of similar finishes, materials and details.
- B. Bay door and car wash openings should be oriented to reduce visibility from public streets and should not face residential properties. Reverse orientation for canopy and service areas is encouraged.
- C. Column supports shall be of sufficient thickness to portray a visual sense of strength, balance and traditional masonry proportions.
- D. Light fixtures mounted under canopies shall be completely recessed into the canopy with flat lenses that are translucent and completely flush with the bottom surface (ceiling) of the canopy. The fascia of the canopy shall extend below the lens of the light fixtures twelve (12) inches minimum. Unless overlapping a portion of the principal building, gasoline canopies shall not exceed the height of the principal building.
- E. Lighted bands, tubes or corporate colors shall be limited to accent elements and not be primary design features.
- F. All gas tank vent piping shall be screened from arterial streets and public view.
- G. Car wash facilities should incorporate small plazas or other areas for patrons to comfortably wait while their vehicles are being washed.

Drive-Through / Drive-Up Facilities

- A. Drive-through stacking lanes should not be located between the building and a public street or adjacent to residential areas to the maximum extent practicable.
- B. To the extent possible, drive-through lanes should not be located at intersections and/or on corner lots.
- C. Drive-through service windows shall not be on any façade facing a public street.
- D. Drive-through service windows should be oriented away from pedestrian activity areas, residential areas and public streets to the maximum extent practicable.
- E. Drive-through menu boards shall be screened from street view and architecturally integrated with building design through the use of common materials and colors.
- F. All drive-through stacking lanes shall be screened from the view of from public streets, pedestrian activity areas, and adjoining residential properties through building orientation or architectural integration, a vegetative screen or decorative wall measuring three (3) feet from grade of the driving lane and situated so not to disrupt safe traffic flow.)
- G. Drive-through lane, including entry and exit points, shall be separated from vehicular parking areas and access aisles through curbing, landscaping, etc.
- H. Drive-through windows and canopies shall be incorporated into the massing and should reflect the design and detailing of the primary building.





Memorandum

Date: January 22, 2020
To: Design Review Board
From: Rick Williams, Senior Planner
Re: ITEM 4R
Election of Officers

BACKGROUND

On an annual basis, the Design Review Board must elect from among the Board's appointed members a Chair, and Vice-Chair to serve for the upcoming year, as required by the Design Review Board's *Rules for Procedure*. Members are eligible to serve in a given position for a total of two years.

DISCUSSION

The following table lists the members who have served as officers during the inaugural year of the Design Review Board:

YEAR	CHAIR	VICE-CHAIR
2019	Mike Heath	Adam Hawkins

Members eligible to be elected as Chair:

Adam Hawkins
Adam Pruet
Charles Hoskins
Gary Nelson
Glenn Bonita
Jim Schulz
Mike Heath

Members eligible to be elected as Vice-Chair:

Adam Hawkins

Adam Pruett

Charles Hoskins

Gary Nelson

Glenn Bonita

Jim Schulz

Mike Heath